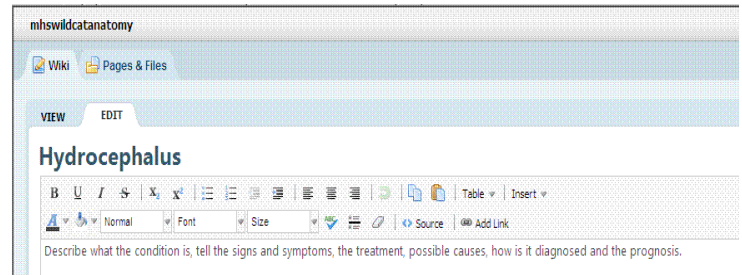


PBWorks Instructions:

Go to your class wiki – http://_____pbworks.com

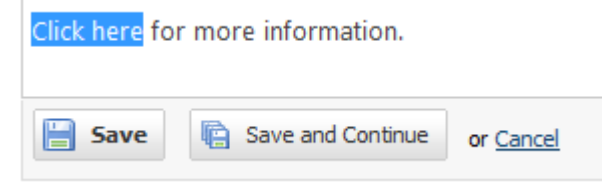
At the log in screen type your school ID Number as username AND password.

- Select your assigned topic from the sidebar.
- Click on "EDIT" at the top of the page
- Type your text and use the editing menu to select fonts, font color, alignment, etc.
- After you have entered all necessary information, add a citation for your sources and then add images, links, videos, etc.

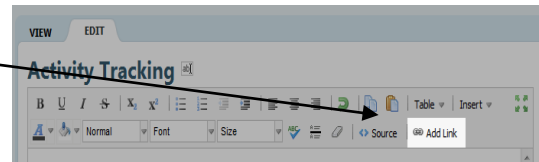


Adding Links:

- Highlight a word you wish to use as the link to the page.

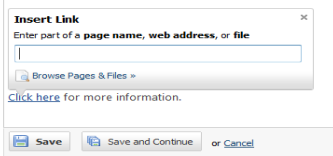


- Click on the "Add Link" button in the toolbar (see image below). You can also use the keyboard short-cut of Ctrl+L, which will do the same thing.



which

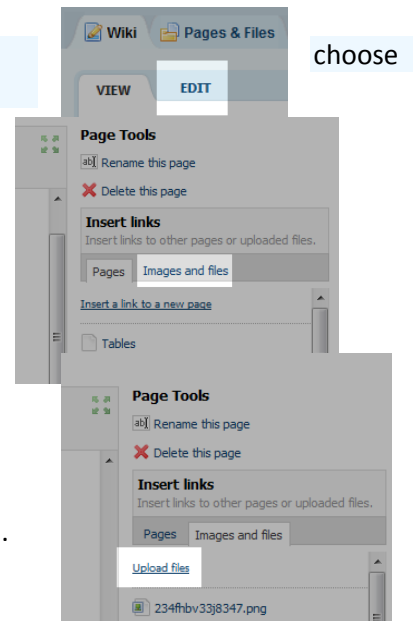
You will see a pop-up appear which will give you a single field to insert the content of the link. Type or copy/paste the URL you want to link to.



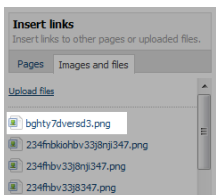
Adding Images:

Note: The maximum file size per file upload is one gigabyte. Minimize any large pictures or something else.

1. Go into "Edit Mode" on any page by clicking the edit tab.
2. Click "Images and Files" tab under the "Insert Links" "Page Tool" on the right-side of your screen.
3. Click the Upload Files, which will cause a browser window to appear.
4. When you locate the file, click on it, and then click "Open". You can select up to ten files to upload at one time.



choose



After uploading, the file will appear in your file list.

5. Click on the text of the file name to insert it into your workspace. If it's an image file, (PNG, JPEG, or GIF), it will be inserted as an image wherever the cursor is located in the editor. If it's any other kind of file, then the file will be inserted as a link.

Working with Images/Pictures:

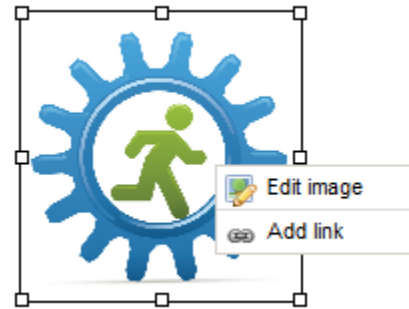
1. When in editing mode, click the picture you want to resize in order to select it. You'll see small white boxes appear around the edges (note: these may look different depending on your browser).

Created by Kerri Brown Parker, Millbrook High School, 2011



2. Click and hold on the lower right corner of the picture and drag to make the picture bigger or smaller. The new image size will be displayed in pixels in a **Width x Height** format.

1. Right-click any image while in edit mode. You should see an "Edit Image" option appear where you clicked. This option will only appear while you are in edit mode.
2. Click on Edit Image, and the Edit Image options will appear. With this, you can set precise pixel amounts for the height and width of images, and add numbers in the margin boxes to increase space around the image.
3. When you've finished adjusting the Image Properties, click Save. You can also use this same box to edit the margin of each image, the alignment of the image, and define some alternate text for the image. Alternate text is the text that gets displayed in place of an image in case the image fails to load.

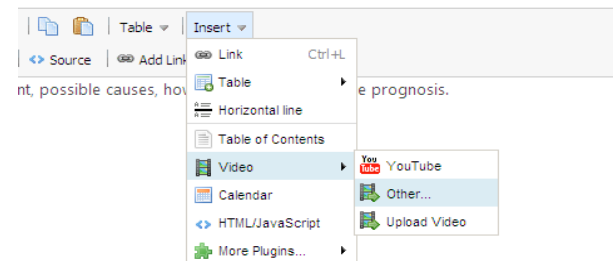


Adding Video:

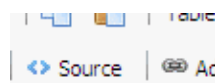
Go to a video site not blocked at school: SchoolTube, TeacherTube, Vimeo, GoogleVideo (warning, many videos on Google are actually from YouTube and so they are blocked). At home, if you find a YouTube video, you can upload it to one of the other sites that are not blocked at school.

1. Place the cursor on the page where you want to insert video (*you may want to insert a table and put the video on one column of the table*).

2. Select the Insert menu
3. Choose Video for any video except TeacherTube
4. On the video site find the Embed code and copy it
5. Click on "Other" and then paste in the Embed code
6. Save the page to see if the video is correct
7. For TeacherTube videos select "More Plugins" and use the TeacherTube option under "Video and Photo"



If the video doesn't look right, delete it and then click on "Source" and paste the Embed code where you want it to be in the



correct, delete it and then click on "Source" and paste the Embed code where "Source" view.